

2. [] Deputy temporarily is []
3. [] is Chairman of Task Force on Insurance.

4. Answering telephones.

5. Personnel dealing with those whom we need to contact rather than through paper work. Get it done and prepare memo for file.

ILLUSTRATION: Arrange for transportation of records from offices to the Records Center.

6. Elimination of conflict with Inspector General's Office. Management Staff will do the job for the Inspector General when it is one dealing primarily with management matters.

X 7. Generally, we should work with the Assistant Management Officer for the respective areas; namely, DD/I, DD/A and DD/P. In the DD/P area, we should not undertake contacts or development of new projects without clearance with [] who is assigned to this area. The same general arrangement holds with respect to other areas.

- X 8. [] desires to acquire Senior staff assistants rather than Juniors. He also desires the development of the professional management viewpoint - membership in professional societies; attendance at meetings, luncheons, etc.

9. No attempt will be made at this time to change existing organization.

10. Request from [] for assistance on files and records projects.

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- ✓ 11. Arrange leave schedules. Make 1st and 2nd choice.
- 12. Liquidation of leave.
- 13. Informal clearance of regulations prior to coordination. RCS will submit a copy of the proposed regulation as soon as possible for informal clearance.
- 14. Records Center
- 15. Staff Study - Records Management Program.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300100015-0

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Next 1 Page(s) In Document Exempt

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300100015-0